



# Ames Procedural Requirements

**APR 8715.1**

Effective Date: November 14, 2017  
Expiration Date: November 14, 2022

**COMPLIANCE IS MANDATORY**

## **Subject: Chapter 1 - Ames Safety and Health Policy**

**Responsible Office: Code Q/Occupational Safety, Health, and Medical Service  
Division**

### **DOCUMENT CHANGE LOG**

Status [Baseline /Revision /Cancelled]	Document Revision	Date of Change	Description
Revision	1	8/10/2012	Format revised to conform with NPR policy.
Revision	2	11/14/2017	Added Document Change Log and Appendix A. Changed Center Director name (Page 2) and fax number in 1.4.2. Updated 1.5 to reflect changes made to APR 8735.2 Deviation/Waiver Process. Revised 1.3 to apply hierarchy of controls required by OSHA for VPP sites.

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## **PREFACE**

### **P.1 PURPOSE**

a. This manual sets forth policy, procedures and instructions for the Ames Safety and Health Programs. In addition, it assigns authority, responsibility and requirements relative to these programs.

### **P.2 APPLICABILITY**

a. This directive applies to all Ames employees, Ames contractors and grantees as specified in their contracts or grants; and to other organizations (i.e., commercial partners, other Federal agencies, international parties, and Ames tenants) as specified and described in written operating agreements. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

b. In this chapter, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms: "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes expected outcome, and "are/is" denotes descriptive material.

c. In this chapter, all document citations are assumed to be the latest version unless otherwise noted.

### **P.3 AUTHORITY**

NPR 1800.1, NASA Occupational Health Program Procedures  
NPR 8715.1A, NASA Occupational Safety and Health Programs

### **P.4 APPLICABLE DOCUMENTS AND FORMS**

None

### **P.5 MEASUREMENT/VERIFICATION**

a. Verification and measurement for compliance to this directive will be tracked through Agency triennial audit and Ames Safety Accountability Program (formerly Ames Annual Voluntary Protection Program (VPP) self-inspections).

### **P.6 CANCELLATION**

a. APR 8715.1 Chapter 1 dated August 10, 2012

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/S/

Eugene Tu  
Director

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## **DISTRIBUTION STATEMENT:**

8715.1 Ames Health and Safety Manual Chapters shall be made available via procurement website to anyone bidding a job here at Ames. The exceptions are Chapter 7 – Ames Radiation Safety Guide, Chapter 10 – Pressure Systems Safety, Chapter 12 – Explosives Safety and Chapter 23 – Control of Narcotics and Other Controlled Drugs including Alcohol, which shall not to be made public but can be viewed onsite.

## CHAPTER 1. AMES SAFETY AND HEALTH POLICY

### 1.1 Center Directors Policy Statement

July 1, 2015

TO: Staff  
FROM: Center Director  
Subject: Ames Research Center's Safety and Health Policy

Safety is our most important value. Our mission success depends on the safety of each person that works at Ames. Safety is an inherent part of everything we do, especially our research and development. We are committed to the following safety principles:

1. Safety is everyone's responsibility
2. Safety is vital to NASA missions
3. Risks can and will be managed
4. Injuries can be prevented with training, preparation, and awareness
5. Management is accountable for ensuring a safe work environment

Safety is a condition of employment and each of you is expected to be committed to making Ames an accident-free workplace. Each person is expected to follow safety procedures and implement safe work practices in their work.

It is Ames policy to encourage employees to participate in their safety and health and in the development and implementation of Safety and Health programs. The following are some of the ways in which employees may get involved: monthly supervisor inspections, safety committees, safety suggestion program, close call and hazard reporting, safety meetings, and the Ames Safety Awards Program (ASAP II).

Each member of civil service and contract management, is expected to promote safety by example, and is ultimately responsible to ensure that each employee receives the training, tools, and instruction to do their jobs safely.

Safety is the responsibility of every employee and contractor that works at Ames. We are personally committed, along with my staff, to provide a safe and healthful work environment at Ames. By doing this together, we are confident we can achieve positive results.

Eugene L Tu  
Director

## 1.2 Responsibilities

This manual sets forth policy, procedures and instructions for the Ames Safety and Health Programs. In addition, it assigns authority, responsibility and requirements relative to these programs.

### 1.2.1 Safety & Health Official

The Director of the Safety and Mission Assurance Directorate (Code Q), shall be the functional manager with authority and oversight responsibility for the matters addressed in this manual.

### 1.2.2 The Director of Code Q shall:

- a. Provide local SMA leadership and policy implementation direction for Center-hosted programs, projects, and operations
- b. Serve as the Center focal point for the alternative, independent SMA line of communication
- c. Assure that effective and efficient SMA processes are in place to enhance the potential for success of NASA programs, projects, elements, and activities hosted by the Center
- d. Conduct surveillance and independent assessments to enhance (1) the success of programs, projects, elements, and activities; and (2) the effectiveness of SMA activities
- e. Oversee any SMA activities managed by other organizations, such as aviation safety, lifting safety, pressure-systems safety, firefighting, and emergency response
- f. Review, in coordination with their Center's program, project, and element personnel, SMA and RM plans for the programs, projects, and elements at the Center
- g. Perform hazard analyses and SMA assessments in support of program, project, and element needs
- h. Provide SMA expectations and evaluations to local Center Program Management Council activities.
- i. Evaluate and independently assess safety and mission success residual risk and determine that the risk may be accepted

1.2.3 The Director of Code Q is authorized to direct the suspension of any activity that presents either a present hazard (imminent danger) or future hazard to people, property, or mission operations due to unsafe acts or conditions that might be identified by either inspection or analysis.

1.2.4 The Director of Code Q shall be the designated Safety and Health Official for Ames Research Center (Reference NPD 8710.2). Various other health and safety personnel and officers may be delegated specific program authority under the direction of the Safety and Health Official as delineated within the chapters of the manual.

## 1.3 General Safety Concepts and Requirements

1.3.1 Safety shall be approached in a disciplined and systematic method at ARC, consisting of the following steps:

- a. Identify, evaluate, and control the hazards present in each workplace.
- b. Apply engineering controls to eliminate the hazard or minimize the consequences of the hazard. When Engineering controls have been implemented but do not eliminate the hazard, or are determined to be infeasible then a combination of controls may be used. Controls may include machine guarding, excluding personnel from an area, restricting the amount of time employees spend in an area, adding or upgrading ventilation, developing safe work procedures, using personal protective equipment (PPE), or training.
- c. Conduct periodic assessments and inspections to ensure that controls are in place, are being used, and are effective.

1.3.2 Although safety controls may vary significantly from one workplace to another, a number of common controls help contribute to a safe working environment regardless of location or task. These requirements are discussed in the various chapters of this manual.

1.3.3 Specific guidance on identifying and controlling facility hazards can be obtained from the Safety, Health, & Medical Services Division (QH).

## **1.4 Revision and Availability**

1.4.1 The chapters in this manual are updated periodically because of frequent changes in health and safety information and regulations promulgated by both the Occupational Safety and Health Administration (OSHA) and NASA. Hard copy versions of this manual may not be up-to-date. For the most current safety and health information, please refer to the on-line version from the Center Directives Management System. There is a convenient link to that system on the Code Q home page at <http://q.arc.nasa.gov/> under the Policy tab at the top.

1.4.2 A current copy of this manual shall be available by requesting it from the Ames Safety, Health & Medical Services Division at this address:

Occupational Safety, Health and Medical Services Division  
QH: 237-14  
Moffett Field, CA 94035-1000  
(650) 604-5602  
Fax (650) 604-2034

1.4.3 This manual is part of the Ames Policy Directive Series and follows the procedures for approval of publication contained in APD 1410.1, Management Directives Program.

## **1.5 Deviation/Waiver**

The purpose of a Deviation/Waiver is to request relief from ARC documented requirements. The procedure found in APR 8735.2 is to be used to provide Center review and approval before seeking approval from a governing authority outside the Center. The request for relief is created and submitted using the Problem Reporting and Corrective Action System, PRACA.

1.5.1 Deviations/Waivers are not permitted for issues/concerns that are addressed under an OSHA Standard and/or NRC regulation.

- a. Deviation/Waiver from an OSHA Standard and/or NRC regulations must be obtained directly from OSHA or the NRC
- b. Deviation/Waiver from an OSHA Standard and/or NRC regulations must be coordinated through the Safety, Health and Medical Services Division.



## **APPENDIX A      ACRONYMS**

APD	Ames Policy Directive
NPD	NASA Policy Directive
NRC	Nuclear Regulatory Commission
OSHA	Occupational Safety and Health Administration
PPE	Personal Protective Equipment
PRACA	Problem Reporting and Corrective Action System
RM	Risk Management
SMA	Safety and Mission Assurance